

Design Services, Grand Rapids TSC, JN 51902C

Q1: Form 5100D is to be used as a cover sheet. It includes a few lines at the bottom of the page regarding the name of each sub and whether they are DBE-certified. Where on Form 5100D do we state all the other pertinent information (address, federal ID, type of company, branch offices, etc.) regarding our subs? Do we attach a separate unnumbered page to include this information?

A1: All pages must be numbered. Attach a separate sheet with sub information, which will not be counted in the page limits.

Q2: Form 5100G is required to verify capacity. MDOT recently announced that subvendors should not submit Form 5100G separately (March 16 announcement and April 13 announcement). Does Form 5100G need a "Vendor Authorized Signature" (bottom of the form) for the prime consultant only? Or does each subvendor who is providing key staff listed on Form 5100G also sign the bottom of form to attest that their staff is available?

A2: On Form 5100G, only the Prime Vendor signs the form, however the subvendors are required to have their availability/capacity listed.

Q3: Do we need to submit page 2 of Form 5100G with our proposal? It appears to apply only after a selection is made and the selected vendor changes key personnel.

A3: Yes, page 2 should also be submitted, leave blank, if not applicable.

Q4: The Vendor Selection Guidelines state that Form 5100D and Form 5100G are not included in the page limitations. It does not say this for Other Interests or Disadvantaged Business Enterprise (pages 10 and 11 of the Guidelines). Are these sections included in the numbering? (They were not included in the numbering in the previous issue of the Guidelines.)

A4: Form 5100D and 5100E do not count towards page limits. Other Interests and Disadvantaged Business Enterprise information does count in page limits.